

**IMPORTANT INFORMATION - PAYMENT OF TUITION FEES to USMC SDN BHD**

**KEY POINTS**

**1% discount on total tuition fees if the University receives full payment within 5 days after the start of the semester.**

**For Foundation Students instalments are available in three equal payments, the first being due 5 days after the start of the 1<sup>st</sup> Semester, the second due 5 days after the start of the 2<sup>nd</sup> Semester and the third 5 days after the start of the 3<sup>rd</sup> Semester.**

**For Undergraduate Students instalments are available in two equal payments, the first being due 5 days after the start of the 1<sup>st</sup> Semester and the second due 5 days after the start of the 2<sup>nd</sup> Semester. This may be during examinations.**

**All students are expected to check their @soton.ac.uk email account on a regular basis as all communications regarding your fees will be sent to your @soton.ac.uk email address.**

For new students, information regarding fees can be found at :-

Foundation Students :

[http://www.southampton.ac.uk/my/foundation\\_programme/foundation\\_fees.page?](http://www.southampton.ac.uk/my/foundation_programme/foundation_fees.page?)

Undergraduate Students :

[http://www.southampton.ac.uk/my/undergraduate/fees\\_and\\_funding.page](http://www.southampton.ac.uk/my/undergraduate/fees_and_funding.page)

For current students, please note that the fees listed on the pages above may not relate to your intake, so please refer to your offer letter or contact Student Office (STOF) for assistance.

USMC aims to invoice students 30 days before the start of each academic year.

If you are still unsure of how to pay your fees, please contact the Student Office using the contact details shown overleaf.

Enrolment to the University incurs a liability to pay tuition fees although fees are due within 5 days of start of program. To encourage prompt payment of fees, a **DISCOUNT OF 1%** is offered to all students paying **ALL** of their tuition fees within 5 days of the start of semester. This payment must have reached the University within the mentioned time frame to qualify for the discount. This discount does not apply to or to any third party sponsor where students have notified the University that their fees are being paid by a sponsor. The University accepts payment by various methods as listed below.

**Failure to pay tuition fees as per the University's regulations will result in the management being notified and further action being taken.**

The University accepts the following methods of payments:

**Credit card:** Payable directly at the Student Office on the USMC Campus. We accept the following cards: Visa, MasterCard, JCB and CUP. If you are unable to be present but still wish to pay by credit card, Please contact the Student Office

If you are paying using the following methods, please quote your student ID number as a reference, and send the Student Office an email informing them about the payment, so that they can issue an Official Receipt for the payment.

**Cheque:** Made payable to USMC Sdn Bhd.

**Bank Transfer:** Bank transfers can be made directly to the University's bank account:

**Bank Name:** HSBC Bank Malaysia Bhd

**Branch:** Johor

**Account No:** 313-365157-101

**Swift No:** HBMBMYKL

**University of Southampton Malaysia Campus**

Postal Address: No. 3, Persiaran Canselor 1, Kota Ilmu, Educity @ Iskandar, 79200 Nusajaya, Johor, Malaysia

Registered Office: USMC SDN. BHD., 913717-X, Suite 6.1A, Level 6, Menara Pelangi, Jalan Kuning, Taman Pelangi, 80400 Johor Bahru, Johor, Malaysia

Tel (Malaysia): +607 5602560 Fax. No. : +607 5602561

[www.southampton.edu.my](http://www.southampton.edu.my)

For your own safety, please note that ***we do not accept cash payments above RM 1000***. You should therefore make appropriate arrangements to pay using one of the above methods. If you do bring large amounts of cash onto the University campus, you will be doing so at your own risk, and the University will not accept any liability for any loss you may suffer as a result.

#### **IMPORTANT INFORMATION - PAYMENT OF TUITION FEES**

##### Other Information

The fees refund policy is available to view/download at :  
[http://www.southampton.ac.uk/my/undergraduate/fees\\_refund\\_policy.page](http://www.southampton.ac.uk/my/undergraduate/fees_refund_policy.page)

To provide an efficient and student centered service, all enquiry contact should be made to the Student Office in the USMC Campus. The opening hours for the Student Office are 8.30am until 5pm Monday to Friday. The student advisors in the Student Office can be contacted as follows: E-mail to [stofusmc@soton.ac.uk](mailto:stofusmc@soton.ac.uk) Telephone [+607 5602560](tel:+6075602560) Fax [+607 5602561](tel:+6075602561)

V.1.0 Finance Department  
28 March 2016

#### **University of Southampton Malaysia Campus**

Postal Address: No. 3, Persiaran Canselor 1, Kota Ilmu, Educuity @ Iskandar, 79200 Nusajaya, Johor, Malaysia  
Registered Office: USMC SDN. BHD., 913717-X, Suite 6.1A, Level 6, Menara Pelangi, Jalan Kuning, Taman Pelangi,  
80400 Johor Bahru, Johor, Malaysia  
Tel (Malaysia): +607 5602560 Fax. No. : +607 5602561

[www.southampton.edu.my](http://www.southampton.edu.my)